

# The Hiland Hall School

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## Admissions, Tuition and Financial Aid Policies

### Contents

- Admissions
- Goals of the Financial Aid and Enrollment Policies
- Tuition Policy
- Financial Aid Policy
- Procedure for applying for Financial Aid
- Procedure for Applying for Scholarship
- Enrollment Procedure
- Non-Payment of Tuition Policy

### Admissions Policy

The admissions procedure should result in an understanding between the two parties - the family and the school - which allows each party to decide whether or not the proposed relationship would be mutually beneficial.

After initial visits to the school by the prospective parent and student, and after conversations with the director and lead teacher, the prospective family may apply to the school by submitting a completed application form and a non-refundable \$25.00 registration fee. The director and lead teacher, in consultation with the staff, will arrive at an admissions decision, based on the school's capacity to serve the student and the family's understanding of and commitment to the school's educational principles. Descriptions of the school program and opportunities to talk with other families of children currently enrolled are always available.

*The Hiland Hall School is a non-profit organization and does not discriminate on the basis of race, color, nationality, gender, sexual orientation or ethnic origin.*

### Goals of the Financial Aid and Enrollment Policies

The Hiland Hall School's policies seek to accomplish the following:

- To include the greatest possible diversity in our school population - compatible with our professional resources and with our financial requirements;
- To give the process for distributing financial aid and scholarships a clear structure, grounded in our goal to be equitable as well as responsive to need.
- To enable families to enroll siblings, without creating financial hardship.
- Note: *Financial aid* is defined as the forgiveness of a specific amount of tuition due, and results in a loss of income to the school.

We intend to be fiscally responsible while preserving the intimacy, the understanding, and the flexibility that is the best of a community. To that end, these policies lay out procedures and indicate which members of the institutional structure are responsible for which decisions and judgments.

All financial aid and enrollment policies will be subject to annual revision by the Hiland Hall School Board of Trustees.

### Tuition Policy

Tuition is established by the board annually. Families unable to meet the full tuition may apply for financial aid. All families are expected to make a financial payment to the school for each child's tuition. If a family lives in a district which allows them school choice, and hence pays their full tuition, the Board of Trustees suggests that such a family make a contribution to the school's Scholarship Fund.

### Financial Aid Policy

The process of awarding financial aid will be one of balancing the demands of fiscal responsibility with the financial realities of the families within our community. With this in mind the maximum financial aid award for the first child will be no more than 50% of the tuition. Financial aid for siblings will be negotiated between the family and the Committee. The intent of the Board of Trustees in setting this policy is to do the following:

- Operate a sound budget that justly compensates staff, maintains a high- quality physical environment, and supports innovative instruction through materials and activities;
- Insure school diversity by working together to improve equal access to alternative school choices for all children, regardless of their family's socioeconomic status.

### Procedure for Applying for Financial Aid

- Return Financial Aid Request Form to school, including estimation of the tuition payment **per child**.
- Submit "Parents Financial Statement" including your current 1040 tax return to the School and Student Services (SSS) for Financial Aid agency along with the appropriate fees. This 3<sup>rd</sup> party service makes a determination of the amount a family can contribute to the education of each child who is attending a tuition-paying school. They will send the determination to the Hiland Hall School.
- The Financial Aid Committee includes the director and non-parent Board and community members appointed at the discretion of the board.

- Financial aid information needs to be submitted to the Financial Aid Committee by April 30<sup>th</sup>. Failure to submit information in a timely fashion may jeopardize your award.

The Committee will assess each application based on the following criteria:

- Family's Statement of Financial Need.
- Family's estimate of what they can pay.
- School's financial need.
- School's commitment to diversity and balance
- Siblings in school

The Financial Aid Committee reviews applications, makes determination of financial aid available, and sends letters to each family informing them of the decision. If the family chooses to accept, they should make an appointment with the director or her appointed officer to complete the enrollment procedure (see below.)

If a family feels that they cannot meet the tuition obligation even with the financial aid award, they should make an appointment with the director to discuss options. The family, in consultation with the director may make a written appeal to the Financial Aid Committee outlining unusual circumstances and/or suggesting alternative methods they (the family) might use to satisfy their tuition obligation. Such methods might include grants, external scholarships, or specific fund raising activities. Upon completion of this process, the committee may make a second statement of award. A confidential record of the process will be kept and will be accessible to the family.

#### Procedure For Scholarship Application

In some years the Hiland Hall School has received funds specifically for scholarships. Scholarship funds are reserved for those not able to meet the minimum tuition obligation. In order to apply for a scholarship, a family must first apply for a financial aid assessment and complete the financial aid application procedure. Families will be asked to explore other options to meet their tuition obligation before applying for a scholarship. Following this effort, a scholarship application should be made to the Financial Aid Committee. Decisions will be based on the following criteria:

- Presence of available funds
- The school's commitment to diversity and balance
- Order in which applications are received
- Presence of siblings in the school

Scholarship decisions include the expectation that all families contribute monetarily to the school's financial stability, With this in mind the family will meet with the director or her appointed officer to finalize their level of contribution and acceptance of a scholarship.

### Enrollment Procedure

- After admission and after tuition has been determined, each family will meet with the director and lead teacher or their appointed officer for the purpose of enrollment. Every effort must be made to have both parents present at this meeting. The Principal will describe the school calendar; the parent's rights regarding records, classroom participation, and teacher conferences; other school activities; policies that affect families, such as the Drug and Alcohol Abuse Prevention Policy; and the board structure.

We request that every family contribute actively to the life of the school community. At the enrollment meeting:

- We discuss what opportunities are available. The tuition will be formally agreed to, the billing and payment schedule described, and the procedure attendant on non-payment clearly outlined.

**Note: in scheduling tuition payments the final payment is due on or before May 30<sup>th</sup>.**

The student will be considered enrolled when the following have occurred:

- The tuition contract is signed; and
- Ten percent of the total tuition is paid.

### Non-Payment of Tuition Policy

When a family signs their tuition contract, it is recognized that they are making a commitment to pay their tuition payments on the specified dates. Should payment fall into arrears, the school will take the following action:

- If a payment is 30 days past due, the family will be contacted and will be asked to meet with the director or her designated officer. The director may renegotiate the family's payment terms if their financial circumstances indicate the need. The family remains responsible for the agreed upon amount of tuition.
- If a second payment is 30 days past due, the director may elect to meet with the family a second time.
- If a family is not responsive to the school's request for payment or for a meeting, or if a third payment becomes 30 days past due, the school's appointed officer shall proceed to small claims court for the full balance of the contract.
- The school reserves the right to refuse re-enrollment to families with a history of non-payment.